

PAPERWORK REDUCTION ACT SUBMISSION

Please read the instructions before completing this form. For additional forms or assistance in completing this form, contact your agency's Paperwork Clearance Officer. Send two copies of this form, the collection instrument to be reviewed, the supporting statement, and any additional documentation to: Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, Room 10102, 725 17th Street NW, Washington, DC 20503.

1. Agency/Subagency originating request	2. OMB control number b. <input type="checkbox"/> None a. _____ - _____
3. Type of information collection (<i>check one</i>) a. <input type="checkbox"/> New Collection b. <input type="checkbox"/> Revision of a currently approved collection c. <input type="checkbox"/> Extension of a currently approved collection d. <input type="checkbox"/> Reinstatement, without change, of a previously approved collection for which approval has expired e. <input type="checkbox"/> Reinstatement, with change, of a previously approved collection for which approval has expired f. <input type="checkbox"/> Existing collection in use without an OMB control number For b-f, note Item A2 of Supporting Statement instructions	4. Type of review requested (<i>check one</i>) a. <input type="checkbox"/> Regular submission b. <input type="checkbox"/> Emergency - Approval requested by _____ / _____ / _____ c. <input type="checkbox"/> Delegated 5. Small entities Will this information collection have a significant economic impact on a substantial number of small entities? <input type="checkbox"/> Yes <input type="checkbox"/> No 6. Requested expiration date a. <input type="checkbox"/> Three years from approval date b. <input type="checkbox"/> Other Specify: _____ / _____
7. Title	
8. Agency form number(s) (<i>if applicable</i>)	
9. Keywords	
10. Abstract	
11. Affected public (<i>Mark primary with "P" and all others that apply with "x"</i>) a. <input type="checkbox"/> Individuals or households d. <input type="checkbox"/> Farms b. <input type="checkbox"/> Business or other for-profit e. <input type="checkbox"/> Federal Government c. <input type="checkbox"/> Not-for-profit institutions f. <input type="checkbox"/> State, Local or Tribal Government	12. Obligation to respond (<i>check one</i>) a. <input type="checkbox"/> Voluntary b. <input type="checkbox"/> Required to obtain or retain benefits c. <input type="checkbox"/> Mandatory
13. Annual recordkeeping and reporting burden a. Number of respondents _____ b. Total annual responses _____ 1. Percentage of these responses collected electronically _____ % c. Total annual hours requested _____ d. Current OMB inventory _____ e. Difference _____ f. Explanation of difference 1. Program change _____ 2. Adjustment _____	14. Annual reporting and recordkeeping cost burden (<i>in thousands of dollars</i>) a. Total annualized capital/startup costs _____ b. Total annual costs (O&M) _____ c. Total annualized cost requested _____ d. Current OMB inventory _____ e. Difference _____ f. Explanation of difference 1. Program change _____ 2. Adjustment _____
15. Purpose of information collection (<i>Mark primary with "P" and all others that apply with "X"</i>) a. <input type="checkbox"/> Application for benefits e. <input type="checkbox"/> Program planning or management b. <input type="checkbox"/> Program evaluation f. <input type="checkbox"/> Research c. <input type="checkbox"/> General purpose statistics g. <input type="checkbox"/> Regulatory or compliance d. <input type="checkbox"/> Audit	16. Frequency of recordkeeping or reporting (<i>check all that apply</i>) a. <input type="checkbox"/> Recordkeeping b. <input type="checkbox"/> Third party disclosure c. <input type="checkbox"/> Reporting 1. <input type="checkbox"/> On occasion 2. <input type="checkbox"/> Weekly 3. <input type="checkbox"/> Monthly 4. <input type="checkbox"/> Quarterly 5. <input type="checkbox"/> Semi-annually 6. <input type="checkbox"/> Annually 7. <input type="checkbox"/> Biennially 8. <input type="checkbox"/> Other (describe) _____
17. Statistical methods Does this information collection employ statistical methods <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Agency Contact (person who can best answer questions regarding the content of this submission) Name: _____ Phone: _____

19. Certification for Paperwork Reduction Act Submissions

On behalf of this Federal Agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9

NOTE: The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320.8(b)(3), appear at the end of the instructions. *The certification is to be made with reference to those regulatory provisions as set forth in the instructions.*

The following is a summary of the topics, regarding the proposed collection of information, that the certification covers:

- (a) It is necessary for the proper performance of agency functions;
- (b) It avoids unnecessary duplication;
- (c) It reduces burden on small entities;
- (d) It used plain, coherent, and unambiguous terminology that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) It indicates the retention period for recordkeeping requirements;
- (g) It informs respondents of the information called for under 5 CFR 1320.8(b)(3):
 - (i) Why the information is being collected;
 - (ii) Use of information;
 - (iii) Burden estimate;
 - (iv) Nature of response (voluntary, required for a benefit, mandatory);
 - (v) Nature and extent of confidentiality; and
 - (vi) Need to display currently valid OMB control number;
- (h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected (see note in Item 19 of instructions);
- (i) It uses effective and efficient statistical survey methodology; and
- (j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of the provisions, identify the item below and explain the reason in Item 18 of the Supporting Statement.

Signature of Senior Official or designee

Date

Agency Certification (signature of Assistant Administrator or head of MB staff for L.O.s, or of the Director of a Program or Staff Office)	
Signature	Date
Signature of NOAA Clearance Officer	
Signature	Date

Supporting Documentation

Section A: Justification

1. Need to Conduct the Information Collection

Many laws and regulations have been created to help local emergency managers deal with hazardous material spills, search and rescue operations, medical crises, etc., but there are relatively few uniformly-recognized standards dealing with the specifics of hazardous weather response operations. Recognizing this need, the National Weather Service (NWS), has designed a program to help cities, counties, and towns implement procedures to reduce the potential for disastrous, weather-related, consequences. By participating in this program, called “StormReady”, local agencies can earn recognition for their jurisdiction by meeting criteria established by the NWS in partnership with federal, state, and local emergency management professionals. The StormReady program is intended to:

1. Improve the timeliness and effectiveness of hazardous weather warnings for the public.
2. Provide detailed and clear recommendations by which local emergency managers may establish/improve effective hazardous weather operations.
3. Help local emergency managers justify costs and purchases related to supporting their hazardous weather-related program.
4. Reward local hazardous-weather mitigation programs that have achieved a desired performance level.
5. Provide a means of acquiring additional Community Rating System points assigned by the Insurance Services Organization (ISO).
6. Provide an “image incentive” to counties, cities, and towns that can identify themselves as being “StormReady”
7. Encourage the enhancement of hazardous weather preparedness programs in jurisdictions surrounding “StormReady” Communities and Counties.

2. Purpose of Information Collection

StormReady is a voluntary program offered as a means of providing guidance and incentive to officials interested in improving their respective hazardous weather operations. The Storm Ready Application Form will be used by localities to apply for initial StormReady recognition and renewal of that recognition every two years. A typical StormReady community would use this form 5 times every 10 years. The government will use the information collected by the StormReady Application Form to determine whether a community has met all of the criteria to

receive StormReady recognition. The specific use of each question on the form is attached in Appendix B

Recognition as StormReady entitles a community to the following benefits: 1) two StormReady education signs suitable for display along roadways (four for combined community / county applicants, 2) authorization to use the StormReady logo, 3) instructions for acquiring additional educational roadway signs, and 4) information concerning the notification of the Insurance Services Organization (ISO) for possible adjustment to insurance rates.

3. Use of Information Technology

The StormReady application form will be available in PDF format via the world wide web at <http://www.nws.noaa.gov/stormready>. Submission of the form will be via paper copy mailed or otherwise delivered to the local advisory board. In the future, NOAA will investigate mechanisms for using the web for initial submission and renewal purposes.

4. Efforts to Identify Duplication

StormReady is a new and unique federal program. There are no other known programs that collect the information requested on the StormReady application.

5. Impact to Small Entities

Application for StormReady recognition is voluntary and collection will not have a significant impact on small entities. The program is aimed at government bodies, not small business. Since the information required is minimal and can be found in a community emergency manager's customary and usual records, no impact on small governments are expected.

6. Consequences of Non-Collection

The purpose of the program is to help as many communities be prepared for hazardous weather situations as possible. While the NWS has set a planning goal of 20 communities per year, the agency fully encourages additional community applications. There are already more than ten communities (see Appendix D) requesting application forms this year (FY 2000). If the information requested on the application form were not collected or collected less frequently the NWS would be forced to withhold applications from communities seeking to be recognized; thereby denying them the political and tangible benefits of StormReady recognition. This would include preventing them from possibly receiving reduced insurance rates.

7. Special Circumstances Requiring Collection Inconsistent with OMB Guidelines

None

8. Consultation

Legal authority for this program falls under the National Weather Service Organic Act 15 USC 313.

Specific directive supporting this program are found in the Weather Service Operations Manual, chapters C-49 (Warning Coordination and Hazard Awareness Program), C-50 (Customer and Partner Outreach), and B-21 (Severe Storm Reporting Networks).

Wilburton / Latimer County, Oklahoma; Claremore / Rogers County, Oklahoma; Tulsa / Tulsa County, Oklahoma; and Siloam Springs, Arkansas provided feedback on the application form. These communities were part of the pilot program conducted by the Tulsa weather forecast office in 1999. The application form will be evaluated annually in October as a part of an overall program review.

9. Payments or Gifts

No payments or gifts will be provided to respondents. The communities will, however, receive 2 educational roadway signs.

10. Assurance of Confidentiality

Data collected through this form are considered public information.

11. Justification for Sensitive Questions

The StormReady Application Form does not contain any sensitive questions as described in the PRA guidance.

12. Estimate of Information Collection Burden

Respondents will complete the form a maximum of once every two years. The NWS estimates that it will take 1 hour to complete the StormReady Application Form. Approximately 30 communities per year are expected to join the program per year. Over the course of 3 years NOAA expects 120 application forms to be received; 90 would be initial applications and 30 would be renewals. The average response time per applicant is 1 hour. The total annual response time for the collection is 40 hours.

Number of respondents expected annually	40 per year
Frequency of response for each respondent	Biannually
Total number of responses expected	120 over 3 years
Average response time per respondent	1 hour
Total annual response time for the collection	40 hours

These estimates are based on the experience of several communities (e.g. Tulsa County, OK; Latimer County, OK; Siloam Creek, Arkansas) who participated in the development of the program.

13. Total Annual Cost Burden to Respondents

No start-up, capital, or operations related costs are expected from this collection. The form can be prepared without any special equipment and no monitoring or sampling activities are required. Information collected by the application form provides a description of existing capabilities and infrastructure. Record keeping of these items is considered a part of customary and usual business of a community's emergency manager.

The only cost an applicant must bear is the price of postage. Using an estimate of one dollar per application, this would equate to a total annual cost of \$40 nationally.

Annual reporting and record keeping cost burden (in thousands of dollars)

Total annualized capital/start-up costs	0
Total annual costs	0
Total annualized cost required	0

14. Annualized Cost to the Federal Government

The cost to the government of administering is limited to the hours that local Meteorologists-In-Charge (MIC) and Warning Coordination Meteorologists (WCM) spend at local Advisory Board Meetings and conducting site reviews of applicant communities. Local advisory board meetings typically occur once a quarter and take less than 2 hours to complete. One MIC and one WCM attend. Site reviews take an average of 3-4 hours of a WCM's time.

The total annual cost to the government is covered by the annual salaries of the government employees administering the program since the activities conducted in association with this program are considered to be a part of the regular duties of all Meteorologists-In-Charge and Warning Coordination Meteorologists. Using the assumptions in the table below, the dollar cost of administering the program is estimated to be \$15,604.

Base hourly rate of an MIC	\$37.19
Base hourly rate of a WCM	\$31.62
Duration of Local Advisory Board meeting	2 hours
Cost to government of Local Advisory Board meeting: 2 (\$37.19 + \$31.62)	\$137.62
Duration of site visit	4 hours
Cost to government of site visit: 4 * \$31.62	\$126.48
Cost to government per application* \$137.62 + \$126.48	\$390.10
Total annual cost to the government* 40 * \$390.10	\$15,604.00

These figures are based on the experience of the Tulsa, Oklahoma weather forecast office.

15. Reasons for Program Changes

The StormReady Application Form is a new collection.

16. Publication of Results

The individual pieces of information collected by the StormReady Application Form will not be published. The NWS will maintain a webpage identifying the communities that are recognized as Storm Ready.

17. Display of Expiration Date

The expiration date will be displayed on the StormReady Application Form.

18. Exceptions to Certification Statement

No exceptions identified.

Section B: Collection of Information Employing Statistical Methods

Not applicable.

Appendix A: StormReady Application Form



Community Information			
County/City/Town		Population	
Primary Point of Contact		Secondary Point of Contact	
Name		Name	
Title		Title	
Phone		Phone	
Email		Email	
Criteria 1: Communications			
Location of 24 Hour Warning Point		Location of Emergency Operations Center	
Criterion 2: NWS Information Reception			
Warning Reception Capabilities and Location			
1			
2			
3			
4			
5			
6			
7			
8			
<i>List any additional capabilities on a separate sheet if necessary</i>			
Criterion 3: Weather & Water Monitoring			
Weather and Water Data Monitoring Capabilities and Location (EOC or Warning Point)			
1			
2			
3			
4			
5			
<i>List any additional capabilities on a separate sheet if necessary</i>			



Criterion 4: Local Warning Dissemination

Dissemination Means

1	
2	
3	
4	
5	

List any additional capabilities on a separate sheet if necessary

Local Government Owned Buildings with Public Access

	Building	Location	NOAA Weather Radio-SAME	Comments
1			G Yes G No	
2			G Yes G No	
3			G Yes G No	
4			G Yes G No	
5			G Yes G No	
6			G Yes G No	
7			G Yes G No	
8			G Yes G No	
9			G Yes G No	

List any additional capabilities on a separate sheet if necessary

Criterion 5: Community Preparedness

Number of Annual Safety Talks *(Indicate Topic, Location, and Presenter)*

1	
2	
3	
4	
5	

List any additional safety talks on a separate sheet if necessary



Other Community Preparedness Activities <i>(Indicate Activity, Location, and Organizer)</i>	
1	
2	
3	
4	
5	
<i>List any additional safety talks on a separate sheet if necessary</i>	
Administrative Tools/Record keeping	
Formal Hazardous Weather Operations Plan	G Yes G No
Spotter Roster and Training Record	G Yes G No
Spotter Activation Criteria	G Yes G No
Local Warning System(s) Activation Criteria	G Yes G No
Last Visit by Emergency Manager to NWS Office	
Last Visit by NWS Officials to Community	
Annual Exercise Topic and Date	
Last NWS Spotter Training for Spotters and Dispatchers	
Last NWS Spotter Training Hosted/Co-Hosted <i>(For populations >40,000)</i>	

List any additional descriptions, narratives, or documentation on a separate sheet if necessary

Appendix B: Rationale for Questions on the StormReady Application Form

#	Question	Reason for Collection
1	County/City/Town	Identifies the applicant entity
2	Population	Determines appropriate criteria categories by which the application will be judged
3	Primary Point of Contact	Needed to document fulfillment of the Criterion 1 (Communications and Coordination Center) requirements
4	Title	Indicates the authority and role of the primary point of contact
5	Office Phone	Provides ability to contact the primary point of contact
6	Secondary Point of Contact	Needed to document fulfillment of the Criterion 1 (Communications and Coordination Center) requirements
7	Title	Indicates the authority and role of the secondary point of contact
8	Office Phone	Provides ability to contact the secondary point of contact
9	Location of 24-Hour Warning Point	Needed to document fulfillment of part 1 of the Criterion 1 (Communications and Coordination Center) requirements
10	Location of Emergency Operations Center	Needed to document fulfillment of part 2 of the Criterion 1 (Communications and Coordination Center) requirements
11	NWS Warning Reception Warning Reception Capabilities and Location (EOC or Warning Point)	Needed to document fulfillment of Criterion 2 (National Weather Service Warning Reception) requirements
12	Hydrometeorological Data Monitoring Weather and Water Data Monitoring Capabilities and Location (EOC or Warning Point)	Needed to document fulfillment of Criterion 3 (Hydrometeorological Monitoring) requirements
13	Warning Dissemination Dissemination Means	Needed to document fulfillment of Criterion 4 (Warning Dissemination) requirements

14	NWR - SAME Receivers in Publicly- Accessed Facilities: Yes / No (<i>If yes, attach a listing</i>)	Needed to document fulfillment of Criterion 4 (Warning Dissemination) requirements
15	Local Government Owned Buildings With Public Access Building	Needed to document fulfillment of Criterion 4 (Warning Dissemination) requirements
16	Local Government Owned Buildings With Public Access Location	Needed to document fulfillment of Criterion 4 (Warning Dissemination) requirements
17	Local Government Owned Buildings With Public Access NOAA Wx Radio SAME	Needed to document fulfillment of Criterion 4 (Warning Dissemination) requirements
18	Local Government Owned Buildings With Public Access Comments	Needed to document fulfillment of Criterion 4 (Warning Dissemination) requirements; aids in accessing hazardous weather plan
19	Community Preparedness Number of Annual Safety Talks - Indicate Location, topic and presenter	Needed to document fulfillment of Criterion 5 (Preparedness) requirements
20	Other Community Preparedness Activities	Needed to document fulfillment of Criterion 5 (Preparedness) requirements
21	Administrative Formal Hazardous Weather Operations Plan: Yes / No	Needed to document fulfillment of Criterion 6 (Administrative) requirements
22	Spotter Roster And Training Record: Yes / No	Needed to document fulfillment of Criterion 6 (Administrative) requirements

23	Spotter Activation Criteria: Yes / No	Needed to document fulfillment of Criterion 6 (Administrative) requirements
24	Local Warning System(s) Activation Criteria: Yes / No	Needed to document fulfillment of Criterion 6 (Administrative) requirements
25	Last Visit by Emergency Manager to NWS Office	Needed to document fulfillment of Criterion 6 (Administrative) requirements
26	Last Visit NWS Officials to Community	Needed to document fulfillment of Criterion 6 (Administrative) requirements
27	Annual Exercise Topic and Date	Needed to document fulfillment of Criterion 6 (Administrative) requirements
28	Last NWS Spotter Training for Spotters & Dispatchers	Needed to document fulfillment of Criterion 6 (Administrative) requirements
29	Last NWS Spotter Training Hosted/Co-hosted (<i>For populations >40,000</i>)	Needed to document fulfillment of Criterion 6 (Administrative) requirements
30	<i>Attach any further descriptions, narratives or documentation additional sheets.</i>	Aids in assessing hazardous weather plan and exercise and public safety programs; provides opportunity for applicant to highlight additional capabilities not covered by other questions
33	Submitted By:	Identifies the primary contact
34	Signature	Validates the application
35	Title	Indicates the authority of the primary contact
36	Date	Allows for tracking of application processing

Appendix C
StormReady Criteria

Appendix D: Communities Requesting Applications for StormReady Recognition

1. Indianapolis, IN
2. Lafayette, IN
3. Kokomo, IN
4. Vincennes, IN
5. Butler Co., KS
6. Sedgewick Co., KS
7. Harvey Co., KS
8. Owensboro, KY
9. Battle Creek, MI
10. Bolivar, MO
11. Joplin, MO
12. Jamestown, ND
13. Grand Island/Hall Co., NE
14. Ada, OK
15. Enid, OK
16. Moore, OK
17. Ponca City, OK
18. Tonkawa, OK
19. Burk Burnett, TX